



**JOB DESCRIPTION
PRESIDENT AND CHIEF EXECUTIVE OFFICER**

MISSION:

Goodwill's mission is to provide work opportunities and skills development to people with barriers to employment.

<p>STRATEGIC VISION:</p> <p>Every person in Kern, Kings and southern Tulare counties has the opportunity to achieve his/her fullest potential through the power of work.</p>	<p>VALUES:</p> <ul style="list-style-type: none"> ▪ accountability ▪ integrity ▪ dignity ▪ diversity ▪ ingenuity ▪ excellence ▪ opportunity ▪ responsibility
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PURPOSE OF POSITION:

To provide for the executive management and direction of Goodwill Industries of South Central California (Goodwill). To assure that the intents and purposes of the articles of incorporation and the bylaws are faithfully and effectively carried out. To provide a position in which full responsibility is placed for executing the policies of the governing board of directors. To create an executive position of such stature that it will be emblematic of and reflect creditably at all times on Goodwill and Goodwill Industries International.

SUPERVISION RECEIVED:

Works under the general direction of the board of directors with broad latitude for independent action within the framework of the articles of incorporation, the bylaws, and the general policies and philosophy of Goodwill.

SUPERVISION EXERCISED:

Actively manages and administers, directly or through his/her organizational staff, all the affairs and activities of Goodwill.

CLASSIFICATION:

Exempt

DUTIES AND RESPONSIBILITIES:

A. Planning and Budgeting

The President and Chief Executive Officer will:

1. Develop short term and long range plans to carry out policies of Goodwill.
2. Prepare the planning document, which gives basic guidance in preparing the annual budget.
3. Prepare and present the annual budget to the Board of Directors.
4. Use the approved budget to implement the operating program.
5. Review and analyze variations from the program and determine if corrective action is required.
6. Sponsor and encourage formation of various collaborative relationships and efforts dedicated to Goodwill objectives and support.

B. Organization

He/she will maintain and perfect the organization by developing an adequate and qualified staff and providing suitable plans and resources to:

1. Assure the successful execution of the organization's operating program, including the:
 - a. Donated goods/retail services;
 - b. Workforce development and contracts services;
 - c. Employment services;
 - d. Financial services;
 - e. Safety, risk management, and asset protection services;
 - f. Facilities management and maintenance services;
 - g. Financial services;
 - h. Other operating program support services.

C. Operations

The President and Chief Executive Officer will perform the following functions:

1. Manage and administer, directly or through staff, the day-to-day affairs of the organization.
2. Develop personnel and assure that they are trained in their work.
3. Make such administrative checks as are required to assure the effectiveness and reliability of staff.
4. Counsel and advise staff as needed.
5. Assure that the physical plant and operating equipment are suitable to the needs and purposes of the organization.
6. Be ever mindful of the welfare of clients and employees, assuring that the safety, health, and housekeeping rules and practices are enforced, and that employment benefits are in conformance with laws and regulations and follow local area industrial practices.
7. Safeguard the monies and properties of the organization at all times, being particularly attentive to fiduciary responsibility.
8. Provide for the designation, development, and training of alternate supervision.
9. Delegate responsibility and corresponding authority to the lowest level consistent with good operating practice.

D. Responsibilities

Reserved to the President and Chief Executive Officer:

1. Recruitment, employment, major disciplining, and separation of all personnel.
2. Establishment of internal policies.
3. Approval of operating practices and procedures.
4. Approval of capital equipment expenditures in the operating budget.
5. Approval of unprogrammed expenditures as authorized by the board of directors.
6. Approval of the annual operating program.
7. The extent of participation, by membership or otherwise, in various groups and bodies engaged in work related to Goodwill activities.
8. Attendance in meetings, conferences, seminars, etc., that relate to Goodwill.

Responsibilities of the Board of Directors:

1. Establishing broad policy for the organization.
2. Establishing the strategic direction for the organization.
3. Approval of the annual operating budget.
4. Encumbering the organization by selling or leasing real property.
5. Appointment of the President and Chief Executive Officer.

E. Relations

The President and Chief Executive Officer will establish and maintain the following relationships and be accountable to the Board of Directors for their proper observance.

1. With immediate staff

Utilize immediate staff to the maximum, making each aware of his/her responsibility and giving each the corresponding authority to do his/her work. Keep them informed on all corporate matters relating to their work and receive and evaluate their suggestions and recommendations.

2. With the supervisory staff

Provide leadership and guidance to the supervisory staff, assuring they are made an effective part of the management team, and keeping them fully informed of management decisions and problems within their sphere of interest. While reserving the right to work directly with the supervisors, take care not to usurp the authority of the department directors.

3. With all other staff

Always preserve the dignity of Goodwill staff, seeking to develop them and improve their skills and knowledge. Provide them with the best possible working conditions and benefits and maintain an "open door" policy to all.

4. With the Board of Directors

Act as an officer of the board and advisor to the board and its several committees on technical aspects of the organization, using directorate staff when necessary. Keep them fully informed on significant events and trends, and convey their expressions and policies where applicable and appropriate to staff.

5. With other organizations

Establish and maintain a program designed to educate and provide for an interchange of ideas on the Goodwill program with public agencies and private organizations. Enlist their support and make him/herself and staff available for speaking engagements to further aims of Goodwill. Publicize the Goodwill program to maintain a favorable public image.

6. With the general public

Actively seek the support of the general public in the Goodwill program, keeping them fully informed of the aims, objectives, and accomplishments of managing and operating the business in such a manner as to avoid criticism and gain the most possible credit.

7. With Goodwill Industries International

Seek to emulate the guiding principles of Goodwill Industries International, while maintaining an autonomous operation under the local board of directors. Advise and assist the national body as appropriate and conform to such standards, rules and principles as are necessary to maintain an amicable and profitable working relationship with them. Utilize the services of the Member Services Center (MSC) as needed.

STANDARDS FOR MEASURING PERFORMANCE

The effectiveness of the performance of the President and Chief Executive Officer will be measured by the following standards:

1. The effectiveness of the operating program as judged by the overall analysis of results achieved.
2. The effectiveness of the mission services program in its service to persons with disabilities and employment disadvantages in the community.
3. The growth ratio of public contributions, both in goods and money.
4. The general reputation of Goodwill in the local territory.
5. Rating as measured by standards approved by Goodwill Industries International or other accrediting agency.

MINIMUM JOB REQUIREMENTS:

1. Understanding of the basic philosophy of Goodwill and willingness to lead the organization in carrying out its mission.
2. Possession of excellent interpersonal skills and ability work with outside agencies while projecting a professional, positive image.
3. Ability to work effectively with a wide variety of individuals.
4. Ability to work independently in environment that has frequent short deadlines and is usually hectic with continual periods of high stress and maintain accuracy and efficiency.
5. Ability to work in a multi-agency collaborative.
6. Ability to delegate, set priorities, build effective teams and manage through systems.
7. Demonstrated commitment to hiring, managing, and supporting a culturally competent staff.

8. Minimum requirement of a Bachelor's Degree plus significant work experience in a senior leadership role.
9. Additional continuing education, training, and/or credentialing appropriate for an experienced and successful not-for-profit leader.
10. Possess excellent computer skills and superior oral and written communication skills.
11. Ability to provide own transportation; valid driver's license, clean DMV record, and automobile liability insurance acceptable to Goodwill's insurance carrier.

SKILLS:

Foundational Competencies:

- Commitment
- Self-awareness and self-regulation
- Drive for results
- Embracing diversity
- Integrity
- Teamwork
- Professionalism
- Ethical and legal behavior

Functional Competencies:

- Analytical and conceptual thinking
- Managing resources
- Coaching
- Managing stress and conflict
- Communication
- Decisiveness
- Setting standards and monitoring work
- Planning
- Flexibility
- Tact
- Influence
- Team leadership
- Empowering employees

Technical Competencies:

- Accounting, budget, statistics and financial statement knowledge
- Executive level management skills, development and experience
- Strategic plan preparation
- Business plan preparation
- Financial statement preparation
- Governance model 501(c)(3) understanding and experience
- Public policy understanding and experience

PHYSICAL REQUIREMENTS/DEMANDS: President and Chief Executive Officer

Activity	Not Req. Never	1-33%/day Occasionally	34-66%/day Frequently	67-100%/day Continuously
1. Balancing		X		
2. Bending		X		
3. Carrying		X		
4. Climbing		X		
5. Crawling		X		
6. Crouching		X		
7. Feeling		X		
8. Fingering/Fine Dexterity		X		
9. Flexing Wrist		X		
10. Grasping/Squeezing		X		
11. Handling/Gross Dexterity		X		
12. Hearing		X		
13. Kneeling		X		
14. Lifting		X		
15. Pulling		X		
16. Pushing		X		
17. Reaching – Above Shoulder		X		
18. Reaching – Shoulder & Below		X		
19. Reclining	X			
20. Sitting			X	
21. Standing		X		
22. Stooping		X		
23. Talking			X	
24. Tasting/Smelling	X			
25. Throwing	X			
26. Turning Body		X		
27. Twisting Body		X		
28. Walking		X		
29. Near Vision			X	
30. Midrange Vision		X		
31. Far Vision		X		
32. Depth Perception		X		
33. Visual Accommodation		X		
34. Color Vision		X		
35. Field of Vision/Peripheral		X		

LIFTING AND CARRYING REQUIREMENTS/DEMANDS:

	PHYSICAL DEMAND LEVEL	1-33% / DAY OCCASIONALLY	34-66% / DAY FREQUENTLY	67-100% / DAY CONTINUOUSLY
X	(Administrative/Clerical) Class 1 Light Activity	Lift/Carrying Minimum 30 LBS		
	MEDIUM (Moderate Physical Activity)		Lift/ Carrying Minimum 50 LBS	
	HEAVY (Heavy Physical Labor)			Lift/Carrying Minimum 70 LBS

ENVIRONMENTAL CONDITIONS:

	NOT REQ'D. NEVER	1-33% / DAY OCCASIONALLY	34-66% / DAY FREQUENTLY	67-100% / DAY CONTINUOUSLY
Indoors			X	
Outdoors		X		
Dust		X		
Electric Shock	X			
Explosive	X			
Exposure to Weather		X		
Extreme Cold		X		
Extreme Heat		X		
Fumes/Gases	X			
High Exposed Places	X			
Loud Noises	X			
Mist	X			
Moving Mechanical Parts	X			
Odors	X			
Poor Ventilation	X			
Radiant Energy	X			
Toxic/Caustic Chemicals	X			
Vibration	X			
Wet/Humidity	X			

NAME:	
SIGNATURE:	DATE: